



DEPARTMENT OF THE TREASURY
BUREAU OF THE PUBLIC DEBT
PARKERSBURG, WV 26106-1328

October 15, 2012

JOB VACANCY



United States African Development Foundation Driver / Clerk for Country Program Coordinator (CPC) – Niamey, Niger

BACKGROUND

The United States African Development Foundation (ADF) is an agency of the United States Government. ADF supports the development of smallholder agricultural producers, community based organizations (CBOs), small-scale agribusinesses (SSAs) and small and medium-sized enterprises (SMEs) in Africa. The Foundation has programs in more than 20 African countries including Niger, where funding of activities began in 1984. ADF's office in Niamey provides on-going support to projects that have been financed and continues to identify viable community based organizations that show potential to create employment opportunities, generate income and have broad social impact.

ADF seeks a qualified individual to serve as a Program Driver/Clerk for its field office in Niamey, Niger.

GENERAL FUNCTION OF POSITION:

The Contractor is responsible for supporting the Niger Field Office (CFO) in carrying out the activities of the country program under the direction of the Regional Program Director. In this role, Contractor will perform driving and clerical duties.

KNOWLEDGE, EXPERIENCE, SKILLS AND ABILITIES:

- Completion of secondary school/ Ordinary Level Certificate of Education
- Valid driver's license
- Good physical and mental health – A physical examination shall be obtained within 30 days of contract award. Certification from Physician shall be submitted to the ADF field office and then forwarded to headquarters in Washington, D.C.
- Availability for extensive travel in-country.
- Willing to be summoned at short notice and be available for evening service when necessary and for extended travel assignments.
- Ability to follow filing, local purchase instructions, and directions provided by the Regional Program Director through the Country Program Coordinator or Administrative Assistant.
- Good working knowledge of written and spoken French, and knowledge of one or more local languages spoken in Niger.



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- Knowledgeable of operating and safety rules and regulations and licensed to operate a four-wheel drive vehicle in a manner that complies with Nigerien laws and regulations.
- Able to read, write and understand signs and safety regulations.
- Thorough knowledge of safe operating practices for moving vehicles and accident reporting requirements.
- Basic knowledge of car maintenance and repair. Able to perform minor maintenance tasks, such as checking fluid levels and filling if necessary, checking tire pressure, and changing tires.
- Able to perform physical tasks required in bending, reaching, and turning to operate pedals and controls, frequently handling objects that weigh up to 65 pounds, as well as tasks requiring considerable physical effort such as changing tires and making limited emergency repairs.
- Detailed familiarity with routes, driving conditions, and services available in the various regions of Niger.
- Demonstrated experience driving in all types of terrain ranging from open highways to dirt/sandtracks.
- At least six (6) years of professional driving experience working with international organizations or large private and/or public corporations.

DESIRED BUT NOT REQUIRED QUALIFICATIONS

- Ability to carry out routine maintenance and to conduct simple diagnostic and mechanical repairs such as performing oil and filter changes.
- Knowledge of ADF or US Embassy activities and operating procedures, as well as familiarity with USADF clients and collaborating institutions and personnel.
- Spoken English

HOW TO APPLY

This job announcement is solely intended to advertise the Niger Driver/Clerk position opening. To apply for this position, **YOU MUST RESPOND IN ACCORDANCE WITH THE SOLICITATION #TBPDAF13CI0001 POSTED AT <http://www.usadf.gov/contracting.html>. A COPY OF THE SOLICITATION CAN BE OBTAINED AT THE USADF FIELD OFFICE LOCATED at**

NIGER RUE YN-176 QUARTIER RECASEMENT YANTALA PREMIER
ARRONDISSEMENT,
DERRIERE L'ECOLE BEDIR/BOBIEI, BP 13165
NIAMEY, NIGER

OR ON THE USADF WEBSITE AT <http://www.usadf.gov/contracting.html>.